

RTC3213A**Implement property improvement, construction and repair****Unit Descriptor**

Implement property improvement, construction and repair

Unit Sector

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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| 1. Assess property condition | 1.1 Property structures are assessed for soundness and recorded according to enterprise requirements .
1.2 Property improvements and maintenance requirements are identified and determined according to enterprise objectives.
1.3 Budgetary parameters are identified and maintained according to enterprise requirements. |
| 2. Prepare tools and equipment | 2.1 Tools, equipment and materials required to carry out property improvements are identified and arranged on site.
2.2 Tools and equipment are checked for serviceability according to manufacturers specifications.
2.3 Faulty or unsafe tools and equipment are identified and segregated for repair or replacement according to enterprise requirements.
2.4 Existing and potential hazards to health and safety are identified, assessed and reported according to OHS and enterprise requirements. |
| 3. Carry out property improvements | 3.1 Suitable personal protective equipment is selected, used, maintained and stored according to OHS and enterprise requirements.
3.2 Property structures are constructed, repaired or dismantled as required according to manufacturers specifications and/or work plan and regulations (e.g., demolition code).
3.3 Basic concrete, masonry or metal repairs are carried out according to manufacturers specifications and work plan.
3.4 Maintenance to roads and tracks are determined and carried out according to work plan and enterprise requirements. |
| 4. Complete maintenance and improvement activities | 4.1 Property structures and surrounds are monitored, maintained and improved as required.
4.2 Worksite, tools and equipment are cleaned, returned to operating order, and stored according to OHS and enterprise requirements.
4.3 Unwanted materials and waste from maintenance activities is collected, treated and disposed of or recycled according to enterprise environmental and OHS requirements.
4.4 Relevant information is documented and reported according to industry and enterprise requirements. |

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information with regard to property improvements and maintenance requirements may be discussed with the management.	1
Collecting analysing and organising information	Information with regard to repair requirements and may be detailed and organised by reports for analysis.	1
Planning and organising activities	Activities involving programmed maintenance may be planned and coordinated around work schedules or sequenced as required.	1
Working with others and in teams	In the application of methods and procedures to effectively complete scheduled maintenance or repairs within timeframes.	1
Using mathematical ideas and techniques	Basic mathematical techniques may be applied in the calculation and measurement of materials.	1
Solving problems	Contingency plans may be prepared for adverse weather conditions to minimise disruption to work schedules and how to eliminate or control a hazard.	1
Using technology	Technology may be used to communicate, repair and maintain property structures.	1

RANGE STATEMENT

What may be included in property structures?

Property structures may include buildings, yards, livestock handling structures, fences, water supply systems, roads, tracks, soil conservation works, irrigation and drainage channels, silage pits, grain and fodder storage, trellises, shelters and shade cloth drying racks.

What enterprise requirements may apply to this standard?

This may include local building codes, Australian Quality Standards, Standard Operating Procedures (SOPs), industry standards, work notes, product labels, manufacturers specifications, Material Safety Data Sheets (MSDSs), operator and emergency procedures manuals, technical information, enterprise policies and procedures (waste disposal, recycling and re-use guidelines), supervisors oral or written instructions and reporting requirements.

What tools, equipment and materials may be used?

This may include hand or small power tools, ladders, spanners, hammers, crowbars, post hole diggers, shovels, pliers, cutters, ponger bar, rattle gun, wire strainers, star picket drivers, string lines, socket sets, power saws, spirit levels, tape measures, hand drills, hand saws, chain saws. Structural finishes may require paint, stains. Cladding maintenance may require corrugated iron, weatherboards, glass, shade cloth, plastic, cement sheeting. Basic welding equipment.

What hazards may be associated with maintenance activities?

Workplace hazards may include exposure to loud noise and fumes, solar radiation, working at heights, in confined spaces, moving machinery and equipment, manual handling, dust and hazardous substances. It may also include oil and grease spills and electricity while using powered tools.

What OHS requirements may be relevant to this standard?

Safe systems and procedures for:

- operation of tools and equipment.
- maintenance and repair methods.
- operation of vehicles.
- working at heights, including roof framework and cladding.
- operation and maintenance of machinery and equipment including hydraulics and guarding of exposed moving parts.
- protection against electrical hazards including overhead powerlines and electrical fittings.
- identifying and reporting hazards.
- lifting, carrying and manual handling.
- handling and storage of hazardous substances.
- appropriate use, maintenance and storage of personal protective equipment.
- outdoor work including protection from solar radiation.
- protection from hazardous noise, organic and other dusts.
- confined space entry.

What personal protective equipment may be relevant to this standard?

This may include boots, hat/hard hat, overalls, gloves, protective eyewear, hearing protection, safety harness, respirator or face mask, and sun protection.

What may be involved in the construction, repair or dismantling of property structures?

Structural maintenance is coordinated with licensed trades to meet State and local government requirements. Repairs may include (but is not restricted to):

- Window: replacement of glass panes or louvres, replacement of insect screens or flywire, repair or replacement of window sashes.
- Internal or external wall: refastening of cladding, use of brickwork and bricklaying, use of sealants, replacement of sheets, correct use of levels.
- Roof surface: corrugated iron, tiles, colorbond, guttering and spouting, downpipes.

What information may be included in a work plan?

This may include details and procedures of designated work tasks, allocated tools and equipment, materials requirements, procedures for pre-start and safety checks of tools and equipment, timeframe for work completion, risk assessments, managers instructions and reporting requirements.

What may be involved in basic concrete, masonry or metal repairs?

Concrete and masonry repairs should include correct use of levels, correct design, measurement and installation of formwork, preparation of damaged masonry, correct mix of cement for a given concreting situation, correct laying and tying of reinforcing, finish surface to match existing wall/structure, or as suitable non-slip surface for floor or path areas. Metal work should include basic fabrication and repair.

What requirements may be involved in the maintenance to roads and tracks?

- Required repairs for roads and tracks should include adequate camber for drainage, thorough compacting of materials, safe operations of vehicles and implements, avoidance of damage to property and equipment.
- Effectiveness of repairs to roads and tracks may be checked according to cleared culverts or sump holes to allow effective drainage, suitable surface for vehicles or livestock, and minimum ongoing maintenance during a range of weather conditions.

What relevant information may be documented?

This may include the use and performance of tools and equipment, operational faults or malfunctions, completed maintenance and repair tasks and outcomes, and hazard and incident reports.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

- Machinery and equipment required to carry out property improvements, construction and repairs.
- Types of building materials.
- Concreting and welding procedures and techniques.
- Wood and steel fabrication procedures.
- Drainage requirements around structures, tracks and roads.
- Legislative requirements with regard to construction and structural improvements.
- Types of building cladding and finishes, purpose and use.
- OHS issues, legislative requirements and Codes of Practice.
- Relevant Codes of Practice with regard to protection of the environment.
- OHS standards and how to assess and control hazards.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Operate a broad range of tools and equipment.
- Apply hand/eye coordination.
- Construct assemblies.
- Assess the nature and priority of required repairs and maintenance.
- Complete a range of earthworks to specification.
- Weld using oxy and arc equipment.
- Lay and tie reinforcing to specifications.
- Demonstrate safe workplace practices.
- Minimise impacts to the environment.
- Observe and report on the condition of structures and equipment.
- Interpret and apply task instructions.
- Communicate with work team and supervisor.
- Read and interpret maps, plans, site drawings and simple technical drawings.
- Record and report on repairs.
- Estimate and calculate volumes, usage and measurements.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

**Essential Assessment
Information**

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.